



Management Sales Assistant

Real Time Products is seeking a Management Sales Assistant. This position provides support to management as well as their clients and provides support from a strategic perspective to drive company revenue. Work is performed under moderate supervision.

We are only interested in those that believe commitment and quality of work is part of their identity and self-worth.

Responsibilities:

- Learn and understand all areas of our business so that you can be exceptional!
- Answer all incoming phone calls on the first ring with positive, professional attitude
- Follow up on management's email correspondence until project is completed.\
- Respond to and resolve all inquiries quickly, accurately, and efficiently with professionalism.
- Suggest and sell company products each time a phone call is made or an email is sent
- Track and proactively do what is required to make orders ship as expected
- Track communication with clients and follow up until project has been completed
- Acquire client's approval on all artwork
- Match orders to invoices and ensure any and all backordered items ship
- Track commission payments to ensure they are timely and accurate
- Maintain accurate files on daily basis
- Work trade shows a minimum of 3 times per year; each show requires a week out of town
- Convert leads into solid orders and lasting customers
- Use sales software to manage volume of work
- Create and manipulate data using excel formulas to provide reports
- Travel within Oklahoma City metro to work one on one with customers
- Represent Real Time Products with a clean, professional appearance
- Assist other departments as needed

Requirements:

- Must be able to follow both oral and written instructions quickly and accurately
- Exceptional Memory
- Use Strategy Implementation to reach desired goals
- Analytical Skills

- Intuitive Traits
- Understand cause and effect of various actions to form conclusions
- Attention to detail while maintaining accuracy and a sense of urgency
- Excellent communication with clients both verbally and by email
- Professional, friendly, enthusiastic approach to client service and sales
- Excellent organizational and tracking skills
- Experience using sales software
- At least 2 years of office/sales experience using Microsoft Office
- Proficient in Microsoft Word, Outlook, and Excel including the ability to create new worksheets with formulas
- Work well under pressure, with ability to handle interruptions with ease
- Must be adaptable as needs or new duties arise
- Reliable transportation and ability to travel as needed. Travel to trade shows (3x per year)
- Verifiable work references and stable, consistent work history
- High School Diploma required; Bachelor's Degree preferred

Please email resumes to jobs@realtime-products.com.

Real Time Products promotes a drug free workplace. Candidate must pass initial drug screen and future screening

Work hours are 8:00am-5:00pm Monday-Friday with occasional overtime & some Saturdays. Benefit package is available, and salary depends on skill level and experience

About Real Time Products

We have been in business since 2001 and are operated by a team that has served the souvenir industry since 1985. Our organization is a close-knit group committed to excellence. Our commitment starts with our sales staff and permeates through our order entry, packing, and shipping processes. We are dedicated to great care and client service.